

ONE-YEAR POSITION OPPORTUNITY

Maine Department of Education School Library/Technology Planning Coordinator K-12 State E-rate Coordinator

JOB DESCRIPTION: This is a *one-year opportunity* to provide professional services to ensure Maine students are digital citizens provided with the access and skills necessary to be information literate in a technological environment. The person in this position oversees all aspects related to school library programs, school librarians and other school library staff in Maine schools; is responsible for the technology plan process for public schools; and provides guidance for schools as the State E-rate Coordinator. The position is a member of the Learning through Technology Team and reports to the Learning Technology Policy Director in the Maine Department of Education. The position also serves as liaison to Maine State Library Director of Library Development, works in cooperation with the Maine State Library (MSL) staff and takes a leadership role in the development of school library programs.

CURRENT VACANCY INFORMATION: The Department of Education has one full-time one-year position vacancy based in Augusta that may be filled either in Acting Capacity (temporary state employment as an Education Specialist III, Salary range \$40,851.20-\$61,152.00; Value of State-paid Health/Dental Insurance=90% of cost) **OR** through a school-year contract with a school administrative unit to purchase the services of a local educator under the Interchange of Government Employees. Statewide travel is required.

MINIMUM QUALIFICATIONS: A Masters in Library Science or equivalent with the ability to meet requirements for the Maine (071) Library Media Specialist certification and a minimum of five (5) years of experience in a K-12 school library.

REPRESENTATIVE TASKS: (A position may not be assigned all the duties listed nor do the listed examples include all the duties that may be assigned.)

- Oversees school library program requirements in Maine statute for basic public school approval and other state and federal legislative intent.
- Promotes and provides outreach to Maine schools regarding effective school library programs, technology planning and the federal E-rate program in a variety of ways.
- Collaborates with the Maine State Library staff to provide mutually beneficial professional development and training opportunities to school and public libraries to enhance teaching and learning through instructional technology and school library programs.
- Develops and implements standards for research/information literacy in K-12 instructional programs within Maine Learning Results and the Common Core Standards.
- Participates in ongoing statewide activities and planning for the Maine Learning Technology Initiative, the Maine School and Library Network and the MARVEL databases.
- Approves school district technology plans for Elementary and Secondary Education Act (ESEA), the federal E-rate discount program for telecommunications in both public and private schools and the Chapter 125 Maine state requirements for an approved plan.
- Provides technology plan approval for private schools as needed for state network participation.
- Advises Networkmaine concerning E-rate requirements to insure state broadband network operates in compliance.
- Assists schools in the E-rate application process.
- Promotes and supports statewide collaboration and networking opportunities for school librarians.
- Responds to e-mails and telephones calls from school librarians requesting assistance and/or information.

- Participates as a member of the Elementary and Secondary Education Act (ESEA) Team and review public school districts as part of monitoring visits.
- Participate as a member of the State Literacy Team.
- Participates as a member of the Maine Accessible Instructional Materials (AIM) Community of Practice.
- Consults with architects on library facilities for school construction and renovation projects.
- Acts as the school library program liaison between Maine Department of Education and Maine State Library
- Consults with organizations for library professionals and participates in the Maine Association of School Libraries as an Ex Officio board member in order to ensure communication and provide program support.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of current standards, research, and exemplary practice for school library programs.
- Knowledge of policies and ability to administer rules and regulations related to school libraries, telecommunications and educational technology.
- Knowledge of and ability to interpret state and federal laws, rules, regulations and guidance related to school libraries, telecommunications, and planning for educational technology.
- Knowledge of local school system educational operations and educational policy.
- Knowledge of and ability to use on-line learning, webcasts, conferencing and other current technologies.
- Ability to work collaboratively with officials at all levels.
- Ability to represent the Department of Education on issues related to school library programs and the E-rate program in schools.
- Ability to problem-solve and analyze situations to reach decisions.
- Ability to communicate effectively orally and in writing.
- Ability to work collaboratively in a team environment, and with other organizations and institutions; and to establish and maintain effective working relationships.

HOW TO APPLY: Qualified candidates should send a current resume and a letter of interest to Jeff Mao, Learning through Technology Team Leader, Maine Department of Education, 23 State House Station, Augusta, ME 04333-0023 or to jeff.mao@maine.gov by Friday, September 17, 2010. We are an EEO/AA Employer. Women and minorities are encouraged to apply. We provide reasonable accommodations to qualified individuals with disabilities upon request.